

Council on Postsecondary Education
Committee on Equal Opportunities
October 21, 2002

Partnership Agreement Comprehensive Assessment of Kentucky State University

The Council on Postsecondary Education, on behalf of the Commonwealth, entered into a partnership with the U. S. Department of Education's Office for Civil Rights to implement an agreement that ensures Kentucky's compliance with Title VI. As part of the agreement, in November 2001, members of the KSU board of regents, the council, and the Committee on Equal Opportunities agreed to jointly issue a request for proposals to solicit offers from firms to perform a comprehensive assessment of Kentucky State University. The assessment includes a review of academic programs and the use and adequacy of resources.

Short Description of the Project: The board of regents of Kentucky State University and the Council on Postsecondary Education are seeking a comprehensive review of the academic programs and an analysis of the use and adequacy of existing institutional resources of the university. The analysis shall include a comparison of KSU to the official benchmark institutions established for KSU.

The vendor shall review the scope and diversity of degree programs and related instructional functions available at Kentucky State University, including technology and library resources assigned to those programs and mechanisms for program assessment. The final report should include conclusions and recommendations about KSU's academic programs.

The vendor shall analyze and report on the current deployment of existing institutional financial and human resources. The vendor should review the overall resources available to the institution and should present findings and conclusions regarding how resources are being used. The report should make recommendations about the current use and, if appropriate, the reallocation of existing resources.

A request for proposals was issued in September. The council and the KSU board have appointed four members to an RFP review committee to evaluate proposals. The successful firm will be awarded a personal services contract through competitive negotiation. To date, the council has received proposals from five firms and two additional firms have promised proposals by close of business Thursday, October 17. Additional information is provided below.

The RFP Review Committee

Kentucky State University representatives are Marlene Helm (chair), Charles H. Bennett, Laura Douglas, and Harry L. Waterfield. Council on Postsecondary Education representatives are Steve Barger (vice chair), Walter A. Baker, Esther P. Jansing, and Charles Whitehead.

The Project Schedule

Final Report January 2003

September 7, 2002 -- post ad for RFP

October 21, 22, or 23, 2002 -- organizational meeting to review proposals

November 4, 2002 -- select consultant

November 2002 – January 2003 -- consultant complete review and write report

January 3, 2003 -- consultant provide final DRAFT report for review by review committee

February 4, 2003 -- final report shared with the council and KSU board of regents

Application of Open Meetings Law

This is an official committee of KSU and the council duly appointed by the two boards and, therefore, subject to Kentucky's open meetings law. The council will announce meetings to members of the media at least five days before each meeting.

The Consultant Selection Criteria

1. It was agreed that the following criteria are to be used in evaluating proposals:
 - A. experience and expertise of the designated personnel
 - B. experience and expertise of the firm, organization, or group based upon references supplied
 - C. potential of the firm, organization, or group to conduct a comprehensive assessment and to develop strategies for the future development of Kentucky State University as demonstrated in the quality of the proposal
 - D. cost
2. It was agreed that there will be two levels of review in this RFP process.
 - A. Level one: the review and technical scoring of proposals including a review of cost proposals
 - B. Level two: establish a short list of four or fewer firms, organizations, or groups to invite to participate in the second level, oral presentations.
 - C. Final action: KSU and the council award a contract based on the results of the second level of review.

**Kentucky State University Board of Regents
And
Kentucky Council on Postsecondary Education**

Request For Proposals

Proposals must be returned by 4:30 p.m. (ET), October 17, 2002 to:

Mr. Bill Wilson, Chair, KSU Board of Regents &
Ms. Norma Adams, Chair, Council on Postsecondary Education
c/o Sherron Jackson
Interim Vice President for Finance
Council on Postsecondary Education
1024 Capital Center Drive, Suite 320
Frankfort, KY 40601



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Request for Proposals

Comprehensive Assessment of Kentucky State University

Section 1 -- Purpose

This Request for Proposals, issued jointly by the Board of Regents for Kentucky State University and the Kentucky Council on Postsecondary Education, solicits offers from firms to perform a comprehensive assessment of Kentucky State University. This assessment will include a review of academic programs and the use and adequacy of resources. The staff of the council and members of the Board of Regents will evaluate proposals. The successful firm will be awarded a personal services contract through competitive negotiation.

Section 2 -- Background and Context

Kentucky State University, in Frankfort, the state capital, is Kentucky's only historically black institution. The university's mission is "the state's unique, small, liberal studies institution -- with the lowest student-faculty ratio -- in the state system." Kentucky State University was chartered in 1886 as the State Normal School for Colored Persons. With the passage of the Second Morrill Act in 1890, KSU became a land-grant college. Kentucky State University has a Board of Regents that has responsibility for the fiduciary oversight of the university. The board has eleven members, eight members appointed by the Governor, one member of the student body, one member of the non-teaching personnel, and one member of the teaching faculty. The board has the exclusive control of employment, tenure, promotions, and official relations of employees.

Kentucky State University has 26 academic programs at the associate, baccalaureate, and graduate degree levels. There are two masters degree programs -- Public Administration and Fishing and Fisheries Sciences and Management (Aquaculture). The university's expenditure authority for FY 2002-03 is \$51,110,000 (\$23,162,700 General Funds, \$16,446,900 restricted institutional funds, and \$11,500,400 federal funds). In fall 2001, KSU enrolled 2,165 undergraduates and 149 graduate students, employed 444 total fulltime staff (38 executive and managerial staff, 96 faculty and 104 non-faculty professional staff, 74 secretarial and clerical staff, 70 technical and paraprofessional staff, 17 skilled craft, and 45 service and maintenance staff).

The Council on Postsecondary Education is the coordinating agency for postsecondary education in Kentucky. The council has the authority to approve new or to discontinue existing academic programs at the public colleges and universities, determine tuition, establish minimum requirements for admission and is required, by statute, to maintain a state system of accountability. The council has recommending authority for biennial operating budget appropriations to the Governor and the Kentucky General Assembly. It is also the recommending authority for all capital projects valued at \$400,000 or greater involving public postsecondary institutions.

The council currently uses a benchmark funding system to establish state appropriation recommendations for each public postsecondary institution. Each institution in Kentucky has a unique set of benchmark institutions determined in negotiations between the council and the institution. Benchmark institutions are identified based on an analysis of 17 institutional characteristics. Funding recommendations are based on a comparative analysis of Kentucky State University's funding and the appropriations to its benchmark institutions.

The Commonwealth of Kentucky and the U. S. Department of Education's Office for Civil Rights entered into a Partnership Agreement in May 1999 for the purpose of bringing Kentucky's public system of postsecondary education into full compliance with Title VI of the 1964 Civil Rights Act and the Fordice standards established by the U. S. Supreme Court in U.S. v. Fordice. The agreement is an outgrowth of the OCR's involvement with the 19 states that previously operated segregated colleges and universities. In the partnership agreement, the Commonwealth committed to ensuring equal access to high quality education for all citizens regardless of race, color, or national origin. As part of the partnership agreement, the Commonwealth also agreed to revitalize the facilities and academic programs of Kentucky State University.

Section 3 -- Description of the Project

The Board of Regents of Kentucky State University and the Council on Postsecondary Education are seeking a comprehensive review of the academic programs and an analysis of the use and adequacy of existing institutional resources of the university. The analysis shall include a comparison of KSU to the official benchmark institutions established for KSU.

The vendor shall review the scope and diversity of degree programs and related instructional functions available at Kentucky State University, including technology and library resources assigned to those programs, and mechanisms for program assessment. The final report should include conclusions and recommendations about KSU's academic programs.

The vendor shall analyze and report on the current deployment of existing institutional financial and human resources. The vendor should review the overall resources available to the institution and should present findings and conclusions regarding how resources are being used. The report should make recommendations about the current use and, if appropriate, the reallocation of existing resources.

Section 4 -- Proposal Requirements

1. Vendors interested in submitting proposals shall provide the following background information:
 - A. A brief description of the firm, organization, or group.
 - B. A list of key personnel who will be directly involved in this project. Resumes of those individuals should be submitted that include their years with the firm,

organization, or group and descriptions of projects of a similar nature, size, and scope they have participated in within the past five years.

- C. A list of current and past clients of the firm, organization, or group for the past three years. Include name, title, and phone numbers of those clients.
2. The program plan shall include the following:
- A. A narrative description of the plan for the review of academic programs and for assessing the adequacy and use of financial and human resources at the institution. The narrative should include a list of steps to be taken, groups or individuals to be consulted, and analytical approaches to be used.
 - B. Services provided by the firm, organization, or group.
 - C. Calendar for completion of the project.
 - D. Cost of services. Vendor may propose either a lump sum cost including travel, printing, and all personnel or may propose separate costs for personnel (hourly rate x number of hours), travel, printing, and other costs.
3. The proposal should identify any potential conflict of interest including, but not limited to, professional or personal relationships with individuals or groups that are involved with Kentucky State University, the Council on Postsecondary Education, the state government of Kentucky or who stand to gain from the work of the firm, organization, or group.

Section 5 -- Criteria for Selection

1. The following criteria will be used in evaluating proposals:
- A. The experience and expertise of the designated personnel.
 - B. Experience and expertise of the firm, organization, or group based upon references supplied.
 - C. Potential of the firm, organization, or group to conduct a comprehensive assessment and to develop strategies for the future development of Kentucky State University as demonstrated in the quality of the proposal.
 - D. Cost.
2. There will be two levels of review in this RFP process.
- A. The first level will involve the review and technical scoring of proposals submitted in response to this RFP by a workgroup appointed by the Kentucky

State University Board of Regents and the Council on Postsecondary Education staff. This will include a review of cost proposals.

- B. Once this review process is complete, it is anticipated that a short list consisting of four or fewer firms, organizations, or groups will be invited to participate in a second level of review. This second phase will involve an oral presentation.
 - C. Kentucky State University and the Council on Postsecondary Education will award a contract based on the results of the second level of review.
3. Review of proposals will begin September 16, 2002, and will continue until a selection is made.

Section 6 -- General Information

- 1. The final report will be due in written form no later than December 31, 2002. Twenty copies of the final report should be provided in bound form, with one copy unbound. The council or Kentucky State University will be responsible for making and distributing additional copies.
- 2. Proposals should be mailed to:

Mr. Bill Wilson, Chair, KSU Board of Regents &
Ms. Norma Adams, Chair, Council on Postsecondary Education
c/o Sherron Jackson
Interim Vice President for Finance
Council on Postsecondary Education
1024 Capital Center Drive
Suite 320
Frankfort, KY 40601
502.573.1555
502.573.1535 (FAX)
- 3. Vendors should submit:
 - A. One original and eight copies of the proposal excluding cost information marked **KSU Comprehensive Assessment** in the lower left-hand corner.
 - B. One copy of the cost information should be provided in a separate envelope and marked **KSU Comprehensive Assessment—Cost Proposal** in the lower left-hand corner.
- 4. Any contract resulting from the RFP shall be a personal service contract pursuant to KRS 45A.695.

5. Any contract resulting from this RFP shall be governed by all provisions of KRS Chapter 45A and the Finance and Administration Cabinet's Manual of Policy and Procedures, both available on-line at:

<http://www.state.ky.us/agencies/purch/vipweb2.htm>.

6. Kentucky State University and the Council on Postsecondary Education reserve the right to reject any and all proposals and bear no responsibility for any costs of preparing proposals.
7. Questions pertaining to the RFP should be directed to:

Sherron Jackson
Interim Vice President for Finance
Council on Postsecondary Education
1024 Capital Center Drive
Suite 320
Frankfort, KY 40601
502.573.1555
502.573.1535 (FAX)

Request for Proposals

Comprehensive Assessment of Kentucky State University

The Council on Postsecondary Education and the Board of Regents for Kentucky State University seek the services of a qualified firm to perform a comprehensive assessment of Kentucky State University. This assessment will include a review of academic programs and the use and adequacy of resources. The staff of the Council and members of the Board of Regents will evaluate proposals. The successful firm will be awarded a personal service contract through competitive negotiation.

Review of proposals will begin September 16, 2002 and will continue until a selection is made. The RFP can be downloaded from <http://www.cpe.state.ky.us>. If a RFP needs to be mailed, please contact:

Mr. Sherron Jackson
Interim Vice President, Finance
Council on Postsecondary Education
1024 Capital Center Dr., Ste. 320
Frankfort, KY 40601
PH: 502/573-1555
FAX: 502/573-1535

